

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

*The Department of Small Business Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

- APPLICATIONS** : can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 26 November 2021 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form (newly prescribed z83 form effective 01 January 2021); a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and ID document. Applicants must submit copies of qualifications, Identity document, and drivers' license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The requirement of certified copies will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be download online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

## OTHER POSTS

- POST 40/60** : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT & INFORMATION TECHNOLOGY MANAGEMENT REF NO: DD IM&ITM**
- SALARY** : R733 257 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate undergraduate Degree (NQF 7) in Information Technology. A minimum of 5 years' experience within ICT of which 3 years must be at the level of an Assistant Director. Or Junior Management in ICT. Added advantage: Project Management experience / skills, Cloud technology experience, Systems Development principles. Postgraduate degrees in the above-mentioned area will be considered an advantage. Possess knowledge of legislation, regulations, norms, and standards pertaining to public service administration and national information management and information technology policy and strategy. Have proven competencies such as Project Management, Strategic and Business analysis, Innovative Thinking and Problem Solving, Communication, Organisational and Change Management Skills, Adaptability and Networking.
- DUTIES** : Provide IM and IT Governance, Risk and Security management, includes but not limited to, the Development of supporting policies, strategies, standards, norms, guidelines, procedures and Facilitate implementation of the National Information Management and Information Technology Policy and Strategy as well as DSBD supporting directives. Facilitate and coordinate the provision of application

management services (throughout the lifecycle). Manage the provision of IT Management Services. Manage knowledge, records, and information management services. Liaise with internal and external stakeholders, which includes providing advice to management and clients, conducting formal presentations, drafting letters, submissions, reports, awareness sessions, emails, project proposals, represent the Department at relevant committees etc. Manage the human and physical resources within the sub-directorate, includes but not limited to, planning, allocating and quality control of work delivered by employees, performance management, development and maintenance of discipline and administrative related functions, e.g., leave management, working hours, etc.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097

**NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: DD IM&ITM"

**POST 40/61** : **DEPUTY PROGRAMME MANAGER REF NO: DEP PROG MNGR**  
Independent contractor position for programme with contract ending Oct 2024

**SALARY** : R733 257 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Master's degree in Accounting, Auditing, Financial management or other field relevant to the scope of the assignment, or equivalent relevant professional experience (at least 3 years) in Auditing and/or Financial Management. Excellent analytical, training, report writing, presentation and technical documentation drafting skills are essential. Fluency in English (spoken and written) is mandatory. At least 8 years professional experience in Project management including 5 years of professional experience in financial management, including undertaking financial and performance audits in South Africa. Donor fund management experience, preferable European Union programmes. Proven experience in working with Government and other public sector stakeholders in the area of financial management, auditing, and supply chain management. Proven experience in formulating, leading/delivering, and assessing training workshops and programmes for participants from public sector.

**DUTIES** : Exercise oversight over (and report on) the use of Budget Support funds by the implementing partners during Programme implementation and will report to the responsible senior management from DSBD. Monitor and coordinate the financial aspects of Programme implementation amongst the implementing partners and will support the DSBD Chief Finance Officer in the financial management of the Programme. Identify, develop, and implement training initiatives that will improve and/or drive the use of budget Support funds use and/or their financial management during Programme implementation at the management level. Support the manager in drafting and finalisation of the required Programme payment files necessary for submission to the EU when requesting Budget support tranches. Initiate and oversee the annual financial and performance audits for the Programme, as well as any other audit that may take place as and when required. Support the manager in drafting and finalisation of the required programme implementation workplans by the partners in a timely manner. When required, the Deputy Manager will support the Manager in the revision of the Budget Support component Business Plan. Support the Manager in developing and implementing a compliance monitoring system for the Programme. Support the Manager in the drafting and finalisation of the required period reports (annual and quarterly) and performance plans necessary for monitoring the use of Budget Support funds according to applicable timelines. Support the Manager for the PMU in the development of a framework to coordinate and report on SMME Official Development Aid.

**ENQUIRIES** : Technical enquiries for all advertised posts can be directed to Ms E Koekemoer Tel No: (012)3941142 and for recruitment enquiries should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097

**NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: DEP PROG MNGR"